



General
Services
Administration

Washington, DC 20405

APR 11 1983

Mr. Harry E. Fitzwater
Deputy Director of Administration
Central Intelligence Agency
Washington, DC 20505

Dear Mr. Fitzwater:

At an Interagency meeting held on January 25, 1983, at the General Services Administration (GSA), we announced a plan to issue a temporary regulation requiring quarterly reports of Real Property Owned by and Leased to the United States, beginning with the quarter ended December 31, 1982. This change to a quarterly cycle was proposed to support the presidential initiatives for space management and property utilization of the Cabinet Council for Management and Administration (CCMA).

Because of difficulties expressed by some agencies in meeting the quarterly reporting requirement, we have modified our plans and are now asking that agencies submit a one-time interim set of reports as of March 31, 1983. These reports should be prepared in accordance with instructions in Subparts 101-3.4901-1166(I), 101-3.4901-1166A(I), 101-3.4901-1209(I) and 101-3.4901-1209A(I) of the Federal Property Management Regulations and instructions contained herein. These interim reports should be submitted to GSA, Office of Plans, Programs, and Financial Management, Washington, D.C. 20405, not later than May 31, 1983.

Agencies that submit automated data on real property owned by or leased to the United States as authorized in Subparts 101.3.205 and 101.3.305, Optional Reporting Method, shall submit a complete new file of owned and leased real property data, as they currently do annually. Agencies that manually submit lease data may: (a) submit new reports on all properties involving leases in effect at the close of each quarter, or (b) report only properties involving new or revised leases in effect at the close of each quarter and leases terminated prior to their expiration date. Under the latter method, the GSA system will automatically delete leases that terminate during the prior reporting period. A note should be attached to the submission indicating this method was used.

If agencies report only changes in leased property holdings under option (b) above, the totals for columns C and D in the GSA Forms 1209(A), which reflect data on all properties under lease and leases in effect for the current and prior reporting period, should be determined from agency records and not from the reports furnished for the current period which reflect only the changes in holdings.

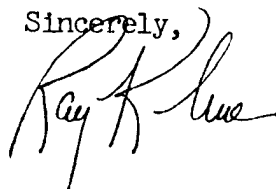
2

The GSA is continuing to work on the redesign of the Government-wide Real Property Inventory System. We plan to have the new system operational for Fiscal Year 1984 incorporating the new data elements proposed at the January 25, 1983, Interagency meeting and the quarterly reporting cycle requested by the CCMA. New regulations for Fiscal Year 1984 and future reporting will be distributed for your comments in May of this year.

The one-time interim reports required herein have been approved in accordance with FPMR 101-11.11 and assigned the following Interagency Reports Control Numbers.

Form 1166	- Interim Report of Real Property Owned by the United States	IRCN 1119-GSA-AN
Form 1166A	- Interim Report of Real Property Leased to the United States	IRCN 1120-GSA-AN
Form 1209	- Interim Summary of Number of Installations Owned by the United States	IRCN 1540-GSA-AN
Form 1209A	- Interim Comparative Summary of Properties Leased to the United States	IRCN 1541-GSA-AN

Sincerely,



Ray Kline
Deputy Administrator